



Position Title:	Sign Language Interpreter II	Job Code:	3811
Reports To:	Director	Job Group:	PENC
Department:	Access Services	Salary Grade:	14
Prepared By/Date:	Jennifer C. Brito/6-2008	FLSA Status:	Exempt
Approved By/Date:	Liz Smith/2-2010		
Revised:	Jennifer C. Brito/8-9-2010		

Summary:

The Sign Language Interpreter II provides accommodations to students who are Deaf/hard of hearing (sign language interpretation/transliteration; C-Print captioning) in college, vocational, or community education courses and in other college contexts such as: Student Life or campus events; advisement; meetings with faculty; etc.

Essential Duties and Responsibilities:

- Tutors students who are deaf and hard-of-hearing
- Assists the English language support program for deaf and hard-of-hearing students
- Serves to provide a range of support for students who are Deaf and hard-of-hearing that relates directly to retention and program completion
- Monitors the progress and maintains records of assigned students
- Assists with schedules and agendas for the Deaf Services Program
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Demonstrated ability to interpret between American Sign Language (ASL) and spoken English for both sign-to-voice and voice-to-sign tasks
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
- Ability to work in a multi-ethnic/multi-cultural environment

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to walk and sit.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral

vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's Degree and five (5) years' experience, of which one (1) year is exclusively interpreting for deaf adults; or an Associate's Degree and nine (9) years of experience
- Certification in the Florida Quality Assurance Level II (QA II)
- Ability to work a flexible schedule that may include evening and weekend assignments

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name